

# **CAPITAL TRANSPORTATION ADVISORY COUNCIL (CTAC)**

## **August 25, 2015 Monthly Meeting Minutes**

**MCDD Conference Center 2712 Billings Ave. Helena, MT**

**2:30 PM till 3:30 PM**

**Attendance:** Les Clark (MILP), Jaymie Sheldahl (RMDC-Head Start/Secretary), Andy Hunthausen (L&C County Commissioner), Matt Elsaesser (City of Helena Commissioner), Bob Maffit (MILP), Deborah Swingley (MT Council on DD/Vice-Chair), Steve Larson (HATS), Walter Hanley (RMDC), Laura Erickson (L&C County), Adam Gill (HCC), Paul Kindt (PEERS/HI), Charlie Briggs (Easter Seals-Goodwill)

Conference Phone: none

**Introductions:** Meeting started with introductions. All in attendance signed sign-in sheet. Membership forms were distributed along with hard copies of meeting materials.

**City of Helena DRAFT Resolution on Appointed TAC:** City Council has decided to table Resolution until fall. Deborah Swingley opened discussion on how to proceed with the resolution. Resolution narrows the membership, there is not Rider representation. What is the authority behind forming a new TAC appointed by the City Commission? If established it would have 9 members, serve on terms and serve at the pleasure of the City Commission and disconfirm current TAC. A group can always get together at a Grassroots level and continue to work on transit issues. There has been tension between the City and TAC and confusion as to who is representing the TAC. Resolution is under revisions. City Council wanted to get things more structured and consistent with other City advisory groups. Need MDT representative, terms are of concern, some people on the TAC need to be there to meet the standards of the MDT; some organizations must be on the TAC to continue funding of organizations transportation interests.

Deborah Swingley explained there is the TAC that has been around for over 25 years. Then we had a CTAA Grant; tried to embed the project into the TAC so the TAC would have something to do; those pieces didn't have to go into the TAC, but it made sense to make an inclusive process. There have been 3 rounds of the Grant. In round 3 of the grant consultants who had been paid in the first 2 rounds were volunteers in the 3<sup>rd</sup> round and not paid for their services. Deborah met with



the City Manager to explain the history of the TAC and the CTAA Grant and how it worked together.

Be careful not to limit participation because the Federal expectation is that the Advisors represent the community in a broad sense. Want to have the push to have coordination of transit resources throughout the community. Currently the TAC is an unofficial advisory group instead of a formal advisory group with a set of by-laws that include who would participate; where does it go and formalizing the structure. Need a formal group and the groundswell people so all can participate.

Looking forward there is benefit to formalizing a group to aid in consistent participation and moving issues forward. Have a structure that satisfies all. Have membership and stakeholders that will be providing services and the people using it. Commissioner Hunthausen will provide the by-laws and structure of the Mental Health Advisory Committee that has been formed by the County.

Issue seems to be looking at the membership and look forward to see who would be the ideal membership for the TAC. Go to the City with the structure we want and go forward with the formal TAC that is City recognized.

Jaymie Sheldahl made motion: A representative of CTAC, Lead Agency, City Attorney, member of governing board, and MDT meet to clear up confusion, review current by-laws, explore Resolution and make recommendations on a formal TAC structure to the City. Paul Kindt seconded. No discussion. Called to question. Bob Maffit and Matt Elsaesser abstained; motion passed.

**Brief history of Helena TAC:** Deborah Swingley gave a brief history of the CTAC. TACs began to form in the 1970-1980's, Early 2000 it formed into a non-profit corp with bylaws and a 501 C3 status and paid dues. When that non-profit ended in around 2003 the dues were given to the City for transit use. It has been a volunteer TAC up to current year 2015.

**CTAC Coalition Update/Fare Review:** See Attached

**Lead Agency Report:** See Attached. An indigo blue bus will be out in a couple of week. Lead Agency is getting notification software working with route match so it will be up and running end of September or October and will help with late cancellations, no shows and allow people not to have to wait in the cold. City does not want the name change until the new routes are up and running. Currently the focus is on getting the fixed routes with the newly branded busses. Every stop has

a number and a location. Working with the ADA specialists to make sure it meets the requirements and then will set budget and start working with engineering firm as soon as the weather permits to start work after winter. Received the 27 passenger low floor bus, software for fixed route, and have funding from State for some shelters. Over the next 2 years our transit system will look much different. Put a request in for 6 shelters. Not sure how many are being funded yet. The CTC logo will be timed when the new routes are ready to be launched; will look at branding effort with logos, website. No action was taken at City Commission meeting last night regarding fare increase resolution. Goal to have MDT and audits completed this fall to have cost associated with getting all stops up to ADA standards. Want to get enough stops up and ready to get additional route running.

**Rider's Council Update** **Rider's Council will meet 8/13 at 11:30am in the Neighborhood Center's Daily Dinner Club:** Rider's Council did not meet.

**Public Comment:** No public comment.

**Meeting adjourned 3:52pm**

As outlined by the Montana Department of Transportation, a TAC is an advisory council that cooperatively assists the lead transit agency manager in assessing and prioritizing local needs, as well as discusses and make recommendations on various transit related issues.

<http://www.helenamt.gov/public-works/hats/helena-transporation-advisory-council.html>